

#### Policy Rationale

CCAEC will purchase/lease/hire, by both credit and cash, assets to enhance the operational integrity of the College and OHS requirements. Where this equipment is to be insured it will be recorded on the Assets Register.

#### Policy Aims

Ensure equipment is:

- accessioned for insurance purposes.
- appropriately used and maintained.
- safely and securely stored by staff implementing approved security practices.

#### Procedure for Asset Registry and Disposal

The **IT Support** will maintain and update the **Assets Register** and record:

- serial/registration numbers of equipment
- supplier
- price inclusive of GST
- purchase date
- location of item in CCAEC

The **IT Support** will ensure that:

- additions or releases are noted on **Asset Register Update, Location, or Disposal of Assets** registry.
- if CCAEC Manager declares an item surplus/unserviceable/obsolete, record the item as a **Disposal of Assets** registry.
- staff equipment borrowing and return is recorded.
- assets have a CCAEC identification in case of theft.
- the College engraver is to be used on equipment items, where possible, for tracing by Police if stolen.

The **Manager** will:

- ensure that insurance is updated to cover major new acquisitions/dispositions.
- recommend a course of action to the Board of Management for disposal of assets: donations/sales.

#### Evaluation

This policy will be reviewed bi-annually